

Proposed

DUTY STATEMENT

Classification: Energy Commission Specialist III (TED)	Position No.: 550-4186-006
CBID: R10	Office/Unit: Renewable Energy
Date Prepared: May 12, 2009	Division: Efficiency and Renewable Energy
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Commission Specialist III (TED) is under the general direction of the Office Manager in the Efficiency and Renewable Energy Division's Renewable Energy Office. The incumbent performs as the highest technical lead for the office and leads office activities in the absence of the Office Manager II. While demonstrating the broadest technical expertise in a variety of renewable subject matter areas, the Specialist III will focus their efforts in the areas of renewable portfolio standard, greenhouse gas emission reductions, renewable energy cap and trade, and renewable energy credit tracking. The Specialist III will be responsible for directing and performing technical and policy analyses on the activities identified above and will provide expert consultation and testimony in a broad range of policy and technical areas affecting these renewable activities.

WORKING CONDITIONS

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel may be required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and Internet; participate in and lead meetings with other staff and with other agencies.

DUTIES AND RESPONSIBILITIES

- 50% Serve as the Energy Commission's highest technical expert on renewable energy for the following activities: renewable portfolio standard, greenhouse gas emission reductions, renewable energy cap and trade, and renewable energy credit tracking. As the technical expert, the incumbent will deal with the most complex and sensitive issues requiring substantial interaction with policy-level staff at state, local and federal agencies, private renewable industry participants and organizations, and financial and marketing institutions. Formulate recommendations for the State's long-term renewable technology policy for consideration by the Deputy Director, Executive Director, and Energy Commissioners. (E)
- 30% Serve as the highest technical consultant for renewable portfolio standard, greenhouse gas emission reductions, renewable energy cap and trade, and renewable energy credit tracking to develop, plan, and implement program goals and objectives; provide technical oversight and direction to address a broad range of financial, policy, and

